

Housing

The NWC website (www.nwc.navy.mil) provides detailed information on types of military family housing available (including floor plans), housing regulations, personal property, and other accommodations. This bulletin should be consulted for questions in these areas. The Naval War College Housing Assistant, Room H-111, telephone: (401) 841-3621, can provide information on military family housing assignments and Bachelor Officer Quarters. A completed housing application (DD-1746), a copy of orders and a copy of dependents certification are required for assignment to government quarters. You can find the housing application form in the online student enrollment system.

Geographic Bachelors

Bachelor quarters are provided at no cost to married, geographic bachelors (vice single, bonafide bachelors) who are students at the Naval War College. Inbound married students who intend to be geographic bachelors during their studies in Newport should inform the Dean of Students Office and contact the Naval War College Housing Assistant (401) 841-3621 to make arrangements. These accommodations are intended for married officers who will be geographic bachelors during their entire tour.

Check-In Procedures

The check-in process at the Naval War College is expedited by means of the collection of information obtained via the online registration included in the welcome aboard portion of the Naval War College website, which incoming students are urged to complete prior to arrival. New students should report no earlier than the date on their orders. "Business Casual" – appropriate service dress for military and coat and tie for civilians – is the appropriate uniform or attire for reporting (see the *Attire Policy* posted at www.nwc.navy.mil/admin/Attire%20Policy%20Memorandum.doc for specific requirements). Normally, new students will have several days after reporting in order to get their personal affairs in order prior to the start of classes.

Check in is conducted twice a day, at 0800 and 1300 by the staff of the Dean of Students Office. Specific locations will be identified at the Quarterdeck. Incoming students will be given a check-in sheet, which provides detailed guidance. Completed check-in sheets must be returned in to the Dean of Students Office.

Non-Navy students should also check-in with their Service Administrative Clerks and Service Advisors:

Army: SP-211, SP-212

Air Force: SP-211, SP-213

Coast Guard: SP-211, SP-214

Marines: SP-210, SP-215

Additionally, Marine students should check-in to the Marine Corps Detachment, Building 144, 144 Taylor Drive, with the following: (a) original orders, (b) Officer Qualification Record (OQR), (c) Pay record, (d) Health record, and (e) Dental record.

Check-out Procedures

The Dean of Students will approve detaching dates for Navy students. Civilians will coordinate dates with their Agency and the Dean of Students. Marine, Coast Guard, Army, and Air Force students will negotiate their detaching dates with their senior service advisors. Each student should be prepared to execute the following check out procedure in detaching from the Naval War College.

Check out forms will be distributed approximately four weeks prior to graduation. All students will receive one change of address form. NWC I.D. badges and carpool passes must be accounted for, and must be turned in to the Security Office, Room C-119. Safes must be locked with the drawer closed. Any audiovisual equipment checked out during the year should be returned to the Audio Projection Branch, Room SP-107.

Navy students will check out with the Dean of Students Office, Room H-109 during regular working hours on the day of detachment. If the day of detachment is a non-working day, check out will take place during normal working hours on the last workday prior to leaving. If detaching on graduation day, transfer packages are typically available in the Dean of Students Office, Room H-109. Otherwise they can be picked up at PSD Newport, Bldg 690.

Army and Air Force, Marine Corps and Coast Guard students will check out with their respective senior service advisor and the Administrative Services Office on the day of detachment and complete a check out form prior to detaching.

Civilian Students will select a date of detachment, on or after graduation, that is agreeable with the Dean of Students and their respective agency, and which will permit the carrying out of their orders. Prior to detachment, a completed check out sheet must be submitted to the Dean of Students Office.

The following items will be available on the day of detachment unless other arrangements have been made:

- a) Degree/Diploma
- b) Letter of Completion